

SENIOR ADMINISTRATIVE ASSOCIATE

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult skilled clerical and intermediate paraprofessional work providing a variety of administrative, secretarial and office management functions; does related work as required. Work is performed under regular supervision. Supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing, maintaining, retrieving and receiving records and files; typing, word and data processing duties; serving as receptionist; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Types general correspondence, memorandum, reports, schedules, official notices, statistical tables, reports, motions, court orders, responses, case records and other materials from rough draft, copy, marginal notes or verbal instruction.
- Composes replies to correspondence in accordance with established procedures.
- Maintains complex accounting, budget, purchasing, personnel and payroll records; assists with budget preparation, maintenance and account reconciliation; maintains petty cash fund; receives, receipts and accounts for various departmental revenues; reconciles related accounts; prepares deposits.
- Gathers and compiles detailed information for inclusion in special and/or complex reports; prepares reports in accordance with instructions; prepares and disseminates agenda packages.
- Gathers and enters a variety of complex data into computer system; prepares a variety of complex and specialized reports; handles confidential data and other sensitive information.
- Serves as a receptionist; answers telephone and gives information in response to public inquiries.
- Trains, directs and assists new employees; assists with the interpretation of policies and procedures.
- Maintains appointment schedules and calendars; reserves conference rooms; makes travel arrangements.
- Keeps an inventory and orders a variety of supplies for department.
- Develops and maintains cross-referenced office files and a variety of other specialized records; sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classification; reviews files for completeness.
- May be assigned duties of department Computer Technician; maintains software, hardware and peripherals; troubleshoots network and system problems; trains users.
- Operates standard office, data entry and word processing equipment; performs basic maintenance and/or coordinates service requests; receives and processes incoming and outgoing mail.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office practices and procedures; thorough knowledge and ability to use correct grammar, vocabulary and spelling; general knowledge of office automation equipment and software including word processing, database management and spreadsheets; some knowledge of arithmetic and its uses in general office work; ability to communicate ideas effectively in both oral and written forms; ability to gather and give basic information and instructions on departmental programs based on inquiries; ability to enter data, key or type at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in secretarial science and extensive responsible clerical and office experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require possession of an appropriate driver's license valid in the Commonwealth of Virginia. May require possession and maintenance of NCIC and/or Notary Public certification depending on departmental assignment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.